

**DIVISION OF ADULT EDUCATION
INDIANA DEPARTMENT OF EDUCATION**

**DUE DATES
FEDERALLY-FUNDED COMPREHENSIVE PROGRAMS
PROGRAM YEAR JULY 1, 2007 - JUNE 30, 2008**

OCTOBER 2007	NOVEMBER 2007	JANUARY/FEBRUARY 2008	APRIL 2008	JULY 2008	AUGUST 2008
OCTOBER 16 1. ABE Quarterly Proration of Employee Time (1) 2. Coordinating Council Minutes	NOVEMBER 1 1. Final 2007 Annual Performance Report (ABE & ASC) 2. i-STAR 2007 Diskette / Transmission 3. Local Program 2007 Survey Report Form	JANUARY 15 1. ABE Cumulative Quarterly Reports 2. ABE Cumulative Quarterly Expenditure Report 3. ABE Quarterly Proration of Employee Time 4. Coordinating Council Minutes 5. i-STAR Diskette / Transmission FEBRUARY 15 1. Mid-year 2008 Annual Performance Report	APRIL 16 1. Deadline for requesting modification of federal budget 2. ABE Cumulative Quarterly Reports 3. ABE Cumulative Quarterly Expenditure Report 4. ABE Quarterly Proration of Employee Time 5. Coordinating Council Minutes 6. i-STAR Diskette / Transmission	JULY 31 1. ABE Cumulative Quarterly Reports 2. ABE Quarterly Proration of Employee Time 3. Coordinating Council Minutes 4. Initial 2008 Annual Performance Report (ABE & ASC) 5. i-STAR 2008 Diskette / Transmission	AUGUST 31 1. ABE Final Fiscal Report & Check for Unexpended Balance 2. ABE Itemization of Local Expenditures 3. ABE Final Equipment Inventory (2) 4. ABE Institutionalized Adults Served Report

- Programs that electronically transmit files should transmit on or before due dates outlined above for activity during the reporting period and mail hardcopy.
- A request for extension of a reporting deadline must be received in writing prior to the due date. The Division of Adult Education reserves the right to withhold payments when reports are not submitted in a timely manner.
- Refer to Policy Memorandum #12 regarding reporting deadlines and request for extension.
- Transfer i-STAR report electronically / mail diskette with 1 copy of each paper report to the program consultant assigned to your program at:
DIVISION OF ADULT EDUCATION
INDIANA DEPARTMENT OF EDUCATION
ROOM 229, STATE HOUSE
INDIANAPOLIS, IN 46204-2798

(1) Form required only for those program employees for whom a portion of their salary is paid from adult education federal funds.
(2) Refer to Policy Memorandum #11 in the Adult Education Handbook.